

GUIDELINES ON THE USE OF THE ELECTRONIC PAYMENT TEMPLATE FOR PAYROLL AND MISCELLANEOUS CREDITS

Our ACH system can be used to process both payroll payments and other miscellaneous credits, like payments to suppliers and vendors.

Below you will find the steps for creating your payment files for each type of payment (whether payroll or miscellaneous credit), which will be required before the payments can be uploaded via NetBank and processed by the ACH system.

SECTION 1 File creation for Payroll Processing

In Microsoft Excel, create a work sheet with 5 columns as shown below.

Employee Name	Employee ID	RT #	A/C Number	Amount

1. Enter the names of your employees in this column

Employee Name
John Public
Jane Public-Jones

2. The employee ID is assigned by you and is entered in this column

Employee ID
Jones1561
PubJon1427

3. RT numbers or Routing numbers identify the bank to which the payment is being sent.

These routing numbers are 9 digits long with the first digit being a zero. **The Zero is important.**

RT Numbers :	
RBC Royal Bank	010100039
Scotia Bank	010100026
Republic Bank	010100903
Citibank	010100055
First Citizens Bank	010100013
Intercommercial Bank	010100505
Bank of Baroda	010100107

4. Account number lengths vary from bank to bank. We include a general guide. Do not include spaces or dashes in the account number.

BANK	ACCOUNT NUMBER LENGTH
RBC Royal Bank	10 or 15 digits
Scotia Bank	Up to 12 digits
Republic Bank	12 digits
Citibank	Up to 12digits
First Citizens Bank	7 or 12 digits
Intercommercial Bank	Up to 10 digits
Bank of Baroda	14 digits

5. Amounts are to two decimal places. Do not include dollar signs, commas or spaces.

4004 50
1234.56
2345.67

- 6. Do not submit any employee names with zero as the payment. This can cause your entire file to be rejected by the system. **Please delete these items**.
- 7. Your payroll file should look like this:

Employee Name	Employee ID	RT #	A/C Number	Amount
John Public	Public1561	010100039	111111111	1234.56
Jane Public Jones	PubJon1427	010100039	22222222222222222	2345.67
Paul Everywhere	Everywh7771	010100026	123456789012	3456.90

When you are finished creating the payroll file, save it as either a Text (Tab delimited) or CSV (Comma delimited) file.

To do so, click on: File \rightarrow Save As

When the Save As window opens, click on the drop down arrow in the Save As Type box, scroll and choose either the Text (Tab delimited) or CSV (Comma delimited) option. Then click Save.

📕 Microsoft Excel - ACH Pay	yment File Temj	olate							- 7 🗙
Eile Edit View Insert	F <u>o</u> rmat <u>T</u> ools	<u>D</u> ata <u>W</u> in	dow <u>H</u> elp				Тур	e a question for help	• _ 8 ×
i 🗅 💕 🖬 🔒 🖪 🖪 🔍 🐬	× 🕰 X 🗅 🖻	5 - 🛷 K	1 + (2 + 1 😫	Σ - 2 2 1 1 2 2 1	.00% 👻 🕜 💂				
12 2 2 2 0 0 D	5 3 5 0	Reply	with ⊆hanges I	End Review 📮 🔂 🔮	1 🔒 🚯 🥵 💂				
Arial - 10 -	BIU		·a• \$ % ,	· · · · · · · · · · · · · · · · · · ·	· () · A ·				
D14 🕶 🕏									
A	В		С	D	E	F	G	H I	
1 Employee Name	Employee ID		RT #	A/C Number	Amount				
2 John Public	Public1561		10100039	111111111	1234	1.56			
3 Jane Public Jones	PubJon1427		10100039	222222222222222222	2345	5.67			
4 Paul Everywhere	Everywh7771		10100026	123456789012	3458	5.90			
5									
7	Save As					? 🛛 –			
8	Save in:	CIK30	13	v 🕲 - 🚺	🝳 🗙 🞽 🏢 🔻 Tools	•			
9			ment File Templat						
10	3	- Herrid	ment nie remplet						
11	My Recent								
12	Documents								
14	A								_
15									
16	Desktop								
17									
18									
19									
20	My Documencs								
21									_
22									
23	My Computer								
24	6								
26		File name:	ACH Payment	File Template		Cause			
27	My Network	ine Tantei	ACITED	r lie reliipiate	Ľ	<u>Dave</u>			
28	Places	Save as typ	e: Microsoft Offi	ce Excel Workbook	¥	Cancel			
29			Text (Tab deli	mited)	^				
30	cellaneous Crodit	Filo / Cha	Microsoft Exce	el 5.0/95 Workbook	-				×
Draw A Antonio Alterna		AL CALLER	Microsoft Exce	el 97- Excel 2003 & 5.0/95 W delimited)	orkbook				
: Draw * 18 Autobnapes * /		જાય રહેશે 🧕	Microsoft Exce	el 4.0 Worksheet	~				
Ready							_	NUM	
🛃 start 🔰 🙆 🙆 🖸	4 Microsoft (D 🔻 🦉	Office Commun.	🗖 Augustus, Mak	🔄 🖳 Guidelines on t	📓 Microsoft Exi	:el 🤇) 🚔 👿 🖸 🥖 💥 🤊	9:39 AM

Your file can then be uploaded to NetBank for processing.

SECTION 2 File creation for Miscellaneous Credit Processing (e.g. Payments to Vendors)

In Microsoft Excel, create a work sheet with 6 columns as shown below:

Receiving Company Name	Identification Number	Addenda Record	RT #	A/C Number	Amount

1. The recipient name must not exceed 22 characters

Receiving Company Name
XYZ Hardware Supplies
ABC Air conditioning

 The Identification number must not exceed 15 characters. This is an identifier created by you, using a brief transaction description and a sequential number if you so require. Sequential numbers must be two digits and longer if used.

Identification Number
Supplies Invoice01
Air Con Repair01

 The Addenda Record column is available for your use, if you wish to enter additional transaction details to help with your account reconciliation. Please note that only the first 22 characters that are entered in the Addenda Record will be reflected in the transaction description on your account statement.

Addenda Record
Monthly purchases for office
Emergency repairs

All remaining steps are the same as those for Payroll Processing above (Steps 3 - 6)

7. Your miscellaneous credits file should look like this:

Receiving Company	Identification Number	Addenda Record	RT #	A/C Number	Amount
VVZ Hashing Quarties	Quantina Invaira 04	Monthly purchases	040400000	044075004005	0.47.00
XYZ Hardware Supplies	Supplies involceut	for office	010100026	811975661235	847.99
		Emergency			
ABC Air conditioning	Air Con Repair01	repairs	010100013	48896116	4327.61

When you are finished creating the payroll file, save it as either a Text (Tab delimited) or CSV (Comma delimited) file.

To do so, click on: File→Save As

When the Save As window opens, click on the drop down arrow in the Save As Type box, scroll and choose either the Text (Tab delimited) or CSV (Comma delimited) option. Then click Save.

🛚 Microsoft Excel - ACH Payment File Te	emplate								×					
🕲 Elle Edit View Insert Format Tools Data Window Help 🛛 🗸 Type a question for help 🗸 🖉														
E 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1														
Arial • 10 • B I U		\$ % ,	: 🖽 🗕 🖉	• 🗛 • 💂										
A7 🕶 fx														
A North Control Handler	B	C	D DT #	E	F	G	Н	1	🔼					
Receiving Company Name Identif	eiving Company Name Identification Number Addenda Record RI # A/C Number Amount													
2 XYZ Hardware Supplies Supplie	s InvoiceO1	Monthly purchases for office	10100026	811975661235	847.99									
3 ABC Air conditioning Air Con	Repair01	Emergency repairs	10100013	48896116	4327.61									
4						- 1								
5 Save As														
5 JAVE AS														
Save in:	C Revised A	CH Fee Project 🛛 🔽 🚱	- 🔟 🛛 🥨	🗙 🚰 🎹 🗕 Tool	s -			1						
9	ACH COS A	DMIN LIST (3)		🕙 no address i	rha290513									
10	ACH Payme	nt File Template		no address_	KG_KK updates									
11 My Recent Documents	Business Pr	oducts Channels Meeting		Other banks	CPC5 2									
12	Business Pr	oducts Channels Meeting_with Resp th addresses	onses 29012	013										
	Copy of Ext	ernal Communication Plan. 2805201	3											
15 Desktop	CPCS PROJ	ECT												
16	Customer P	ayroll Segments												
17	Large Volun	ne Disbursement Fee Model												
18	Manual Pay	roll Clients_Updated Addresses												
19 My Documen	Manual Sala	ary Processsing database												
20	Inetbank clie	ent report as at June 27, 2013												
22	NetBank Cli	ents - Full List - May 24 2013												
23 My Compute	r 🔹 no address		el worksheet											
24	<													
25 3	File name:	ACH Payment File Template												
26 My Network	Save as type:	Microsoft Office Excel Workbook			Cancel									
27	Sale as g/per	Microsoft Office Excel Workbook			Caricer			1						
29		XML Spreadsheet							~					
If I Payroll File Miscellaneous Credit File / Single File Web Page														
Draw - 👌 🛛 AutoShapes - 🔪 🔪 🖂 🔘	4 🗘 🛽	Template		~										
Ready		(rext (rab delimited)		<u></u>				CAPS NUM						
🛃 start 🛛 🙆 🖉 🔟 Inbox - I	Micro 👩 Offi	ce Comm 🛛 🔽 Augustus, M	. 🛛 🗁 Re	vised ACH	Microsoft Exc	🔛 Guid	lelines on	< C	10:24 AM					

Your file can then be uploaded to NetBank for processing.

How to replicate the templates

In the event that the templates need to be replicated, here are some guidelines to ensure that the data is captured correctly.

The columns for Employee name, employee ID, Receiving Company Name, Identification Number, Addenda Record and Amount are general with no specific format. However, both the RT number and Account Number columns need to be 'text' formatted.

This type of format can be locked into the cell and it needs to be done prior to inputting information into the cell.

To 'lock' the format into the cell

Right click on cell. Click on 'format cell'



Click on 'text' then click on 'protection'

□ □ ○	 2 2↓ 3↓ ↓ 2 2↓ 3↓ ↓ 3 20 4 20 4	F Amount 1234.56	G	н	1 1										
10 1	E A/C Number 11111111 2222222222222222222222222222	F Amount 1234.56	G	н	1 1										
B C D aployee Name Employee ID RT # hn Public Company name01 010100039 ne Public Jones Company name02 010100039	E A/C Number 111111111 22222222222222222 123455789012	F Amount 1234.56	G	н											
nployee Name Employee ID RT # hn Public Company name01 D10100039 e Public Jones Company name02 D10100039	A/C Number 1111111111 2222222222222222222 123455789012	Amount 1234.56				1	1	1	12	M	N	0	P	0	P
nployee Name Employee ID RT # hn Public Company name01 010100039 ne Public Jones Company name02 010100039	A/C Number 1111111111 22222222222222222222222222	Amount 1234.56				J				191	IN	0	E.S.	9	R
ne Public Company name01 [010100039 ne Public Jones Company name02 [010100039	1111111111 22222222222222222222 123456789012	1234.56					_								
ne Public Junes (Company nameuz (D10100035)	123/56789012	2245 67		-		-	-								
ULEvenwhere Company name03 010100026		3456.90				-	-								
	120100100012	0.00.00													
		1	~	Real Providence of the	1998				_						
				Format Ce	ells										
	-			Number	Alionment	Foot	Border	Datterne	Protect	ion					
				Category	Plagament	Sample	border	T Getternis	Trococci						
				General	1										
				Number						_					
				Accountin	9	Tex	: format ce	ells are trea	ated as						
		-		Date		text	even whe	en a numbe	r is in the						
				Percenta	je	enti	red.	s displayed	exactly as	·					
				Scientific											
				Text											
				Custom											
				20 C											
							ſ	~		Canad					
							l	UK.		ancer					
	-			-			_								
						1		- 1							
						1									
				_		-	_								
					-										
Spreadsheet / Guidelines / Sheet3 /	1	1 1				<								- pl-	>
														NUM	
	liner on the ure											2	6 989	he c	S 1-91 DF

Click on 'locked' and 'hidden' then click 'ok'

🔀 Mi	icrosoft Excel - spreasheet																	X
:0)	File Edit View Insert Form	nat Iools Data V	/indow Help	Adobe PDF												Type a qu	estion for help	# ×
1	🗃 🖬 🗿 🖪 🖪 🖤 🛤	🐰 🗈 🕰 - 🍼	1) + (H +	🕘 Σ - 🛓 🕌 🕍	🛃 100% 🕞 🕢 💂													
Arial	• 10 • B		S %	, : :	III • 🖄 • 🗛 •													
2	🔁 🖕																	
	E7 🔹 🏂	-		-														_
1	А В	C	D	E	F.	G	н		J		ĸ	E.	M	N	0	P	Q	R N
2	Employee Name	Employee ID	RT #	A/C Number	Amount					_								
3	John Public	Company name01	010100039	1111111111	1234.56													
4	Jane Public Jones	Company name02	010100039	22222222222222222222222	2345.67													
5	Paul Everywhere	Company name03	010100026	123456789012	3456.90													
6		10 - 12 LV		ļ					1									
7			-	ļ		8	(-									
8							Format Cel	S										
9	-					-	Number	lianment	Fort	Border	Patterns	Protect	ion]					
11							Transcr P	ingrimeric	TOR	Derder	Tottomb							
12							✓ Locked											
13							Hidden											
14							E njoson											
15																		
16							Locking cells	or hiding for	mulas has	no effect u	unless the							
17	-						worksheet is Protection fr	protected.	To protect	the works then cho	heet, choos							
18			_				Sheet. A pas	sword is op	tional.	in a contraine	00001100000							
20	-	A																
21																		
22																		
23																		
24																		
25																		
26																		
21	-																	
20	-					_					OK		lancel					
30	1				1	-			1	_								
31																		
32									0									
33																		
34									-	_								
36	-						_			_								
36							_		-									
38							-		-	_								
39																		
	N N Correadcheat / Cuidalin	hoor / Shoot? /	1	1	t I		1	1	1	1	1						- pl_	N.M.
Beach																		
Ready	start 6 6 7		17 to and	terre and the second		_			_			_				6 000	NUM	
1	start 📴 🖉 🔯 📓	Microsoft Excel - spre	· · · · · · · · · · · · · · · · · · ·	ines on the use											2	. 989		9 1:32 PM

This will 'lock' the format into the cell and ensure that the data stays in the format as it was intended.

This can also be done to more than one cell at a time by highlighting the area to be formatted and following the steps.